

8.0 Project Application Form

Use this form to apply for funding under the State Wildlife Grants Program (SWG) of the Federal Aid in Wildlife Restoration Act. Idaho Department of Fish and Game will review and rank Project Applications according to the requirements listed in Sections 1.0 – 7.0. **Your signed original, an electronic version, and 7 copies of your Project Application must be submitted to IDFG.**

SWG Project Application

Project Title: _____

Applicant Contact Information:

Individual/Organization: _____

Address: _____

Contact Name: _____

Title: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant Organization:

Federal ID # of organization, or Social Security #:

Signature: _____

Provide a brief description of your organization, its history, any related past projects, and experience with complying with federal and state requirements. Limit this discussion to no more than one-half page:

CWCS Ecological Section(s): _____, _____, _____,

CWCS Priority Habitat(s): _____, _____, _____,

CWCS Priority Species: _____, _____, _____,

Project Duration: Start Date: _____

End Date: _____

Project Cost Summary: (attach detailed project budget—use form provided)

Total Project Cost: \$ _____

Total SWG Request: \$ _____

Total Non-Federal Match \$ _____

Source and Nature of Match: (cash and/or value of in-kind contributions or donations)

Your grant application must address each of the categories listed below. In 5 typewritten pages, or less, address the following issues in the order listed:

Project Title: _____

Two Sentence Summary: _____

Project Statement Components:

Comprehensive Wildlife Conservation Strategy Guidance (CWCS):

Ecological Section(s):

Priority Habitat(s):

Priority Species:

Recommended Actions:

Need:

Why is the project being undertaken? What is the need for the work to be done? How is the need relevant to the CWCS? What conservation issues identified within the CWCS will be addressed by the project? What information or data needs called for within the CWCS will be addressed within the project? Describe the implications if this project is not implemented.

Objective:

What is to be accomplished pursuant to the stated need? The objective is usually a 1- sentence statement: "The objective of this project is to (fill in the blank)."

CWCS Consistency:

Are the stated need and objectives consistent with priorities outlined within the CWCS? Please provide a brief description of how your project will meet the intent of the CWCS.

Expected Results or Benefits:

What will be the result or benefit of addressing the stated need? How will the project benefit native fish and wildlife resources or the public? Try to provide quantifiable or verifiable resource benefits. Explain how the results or benefits will be communicated to appropriate audiences. How will results be used, and how will their use resolve the stated need?

Approach:

How will the objectives be attained? Who will be performing the project work? What work activities or tasks will be done? Include specific procedures, methodologies, or protocols.

Location:

Where will the work be done? If applicable, provide a site map showing the location of the proposed project area. *Please provide specific coordinates pertaining to project locations [UTM, Lat. /Long., Township-Range-Section].*

Schedule:

Provide a brief sequence of tasks or a project time line with dates. Indicate any aspects of the project that need to be completed before the project can begin (e.g. securing matching share). Include key project work items and dates for events such as start-up, interim milestones, deliverables, submittal of final report to IDFG, and project completion (grant close-out).

Estimated Cost:

Using the attached budget sheet, provide a detailed breakdown of what it will cost to attain the objective. In addition to completing the project budget form, include a discussion in this section as part of your 5-page narrative. Describe the estimated costs and quantities for each work item included on the project budget form. Provide the number of hours, hourly rates, or other specific information applicable to each budget category.

[Grant Coordinator's Note: Please insure that math errors are eliminated.]

Deliverables:

A final performance report must be provided upon the completion of the project, prior to final reimbursement. Describe the final products, including the final performance report, which will result from this project and delivery date(s).

[Grant Coordinator's Note: Theses and/or dissertations will no longer be accepted as the "final report" for project documentation purposes. Theses and/or dissertations, although significant and relevant, are typically too large for grants coordination documentation purposes. In addition to the Federal Performance Reports, we will be asking for a simplified summary document similar to peer reviewed journal articles. Examples of the preferred document style can be sent to Grantees upon request.]

[Grant Coordinator's Note: To help facilitate the timely and efficient incorporation of SWG project data into Idaho Conservation Data Center databases, grantees will be required to submit electronic files of compiled data to the Conservation Data Center Data Coordinator. Grantees are strongly encouraged to communicate with the Conservation Data Center to insure that data is collected in compatible formats.]

List of Partners:

Will there be any key cooperators, and what will their role(s) be? Make a list of all financial partners in this project. Be sure to include in-kind match partners as well.

[Grant Coordinator's Note: The Idaho Department of Fish and Game cannot be counted as a partner by virtue of Grants Coordination. Department personnel and equipment must have a greater role in the project in order to be counted as partners.]

Project Personnel:

Make a list of the personnel will likely be implementing the project.

Literature Cited: if applicable

SWG Grant Project Budget:

Complete the project budget form below. Your detailed budget will be considered during project review, ranking, and selection. You must provide complete information in order for your project to be ranked or selected for a tentative grant award. The budget must be clearly tied to project tasks, deliverables, and the schedule. Describe the costs that your organization or any partners will contribute to the effort. Remember that project costs listed in the budget can only be counted and reimbursed after a formal grant award is made by IDFG.

Budget Category	SWG Funds Requested (1)	Cash Contributions from Partner(s):		In-Kind or Donations From Partners(s):		Total Cost of Work to be Performed	
		Fed. ¹ (2)	Non-Fed. ² (3)	Fed. ¹ (4)	Non-Fed. ² (5)	Fed. ¹ (1+2+4)	Non-Fed. ² (3+5)
Salaries						\$0	\$0
Benefits						\$0	\$0
Contracted Services						\$0	\$0
Supplies and Materials						\$0	\$0
Travel						\$0	\$0
Equipment ³						\$0	\$0
Other(specify)						\$0	\$0
Subtotals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals							

Please round all amounts to the nearest hundred.

¹ Total federal contribution from all sources (e.g., U.S. Forest Service, BLM, NRCS), including SWG -- cannot exceed 50% of the total project cost.

² Total non-federal contributions directed toward project -- must be >50% of total project cost.

Please note that purchase of equipment with SWG project funds is strongly discouraged, and will be allowable under limited circumstances and only with prior approval by IDFG.

Of the total project cost, please estimate how much of the federal SWG funding (column 1 only) will be spent in:

State Fiscal Year 2007 (through June 30, 2007)	\$ _____
State Fiscal Year 2008 (through June 30, 2008)	\$ _____
State Fiscal Year 2009 (through June 30, 2009)	\$ _____

Program Income:

Will your project generate income (not encouraged)? Yes or No

If yes, provide information on source, amount, and timing of expected income: